



Complete this form for your records. Do not mail in.

COMPLETION: Required.  
PENALTY: Failure to complete this form  
may result in administrative action.

## RAFFLE TICKET ACCOUNTABILITY INSTRUCTIONS

This form is designed to assist licensees in complying with the raffle rules. If another ticket accounting method is used by your organization (including the use of a computer program), it must contain, at a minimum, all the information on the front of this form.

List each ticket seller's name. For each seller, indicate:

- The date the tickets were issued for sale.
- The beginning and ending ticket numbers.
- The number of tickets issued for sale.
- The date tickets and/or ticket stubs were returned.
- The number of ticket stubs returned.
- The number of unsold tickets returned.
- Calculate and enter the number of tickets or stubs that the ticket seller has not returned.
- If the same ticket seller is issued additional tickets to sell, another entry is made for that ticket seller.